

ROLE DESCRIPTION



Title	Toy Sorter		
Department	Richmond Christmas Fund	Edited By	Larissa Schellenberg
Reports To	XF Program Coordinator	Approved By	Jennifer DeWolff
Commitment	5 shifts	Date	March 18, 2026

Role Summary: Assist with sorting toys, stocking shelves, pricing items, and packing toys for storage

Essential Role Functions:

- Sort toys based on categories and price
- Sort toys into designated staging areas
- Organize books according to age group
- Pack up and prepare toys for storage following end of program
- Promote and participate in a welcoming and friendly environment for all team members

Skills and Abilities:

- High level of customer service experience
- Ability to stand for long periods and lift 10 – 20 lbs
- Dependable, accurate and honest

Time Commitment:

- Minimum commitment of 5 shifts though we encourage you to sign up for more

Shifts:

- Monday, Tuesday, Thursday and Friday from 3:30pm – 5:00pm
- Saturdays 9:30am – 2:30pm
- Shifts are subject to change based on program needs.

Additional Information:

- Screening interview required
- Successfully complete a Police Information Check
- Must provide two references
- Applicants must be 13 years of age or older

Benefits/Rewards:

- Make a direct impact and help low-income families in Richmond
- Meet new people
- Learn new skills
- Reference letter provided after the successful completion of 5 shifts

Training:

- All volunteers are required to attend Toy Sorter Training

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.